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Chief Executive Officer

County of Los Angeles
CHIEF EXECUTIVE OFFICE

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February 11, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION ACTIONS:
INFORMATION TECHNOLOGY OCCUPATIONAL STUDY
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and departmental staffing provisions by further implementing the findings of the Countywide Information Technology (IT) Occupational Study.

IT IS RECOMMENDED THAT THE BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to reclassify 93 positions in the departments of Agricultural Commissioner/Weights and Measures, District Attorney, Registrar-Recorder/County Clerk, and Sheriff as part of the ongoing implementation of the Countywide IT Occupational Study.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based

upon the duties and responsibilities assigned to these jobs (Attachment A). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications.

We are recommending these actions based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations and can reduce the number of costly personnel-related problems.

Countywide Information Technology Occupational Study – Phase II

Phase II of the Countywide IT Occupational Study covers the classification and allocation of supervisory and management IT positions. Previously, your Board has approved the creation of nine IT supervisory and management classifications along with four "principal" level IT classifications that reflect current-day IT practices of public and private sector organizations. As we continue to implement Phase II, lower-level IT related positions are reviewed and reclassified and organizational structures are realigned where appropriate.

Agricultural Commissioner/Weights & Measures

We have reviewed nine (9) positions within the Management and Technical Services Division and are recommending reclassification of four (4) positions.

District Attorney

We have reviewed 43 positions within the Systems Division and are recommending reclassification of 21 positions, as well as the reorganization of various IT functions throughout the Division. These actions will provide appropriate position allocation and organization structure.

Registrar- Recorder/County Clerk

We are recommending reclassification of one (1) Information Systems Supervisor II, which is an obsolete classification to the new Information Technology Supervisor position.

Sheriff

We have reviewed 296 positions within the Data Systems Bureau of the Technical Services Division and are recommending reclassification of 67 positions, as well as the reorganization of various IT functions throughout the Division. These actions will consolidate all departmental IT functions within the Data Systems Bureau and provide appropriate position allocation and organization structure, which will assist in the recruitment and retention of technically skilled staff and aid in reducing reliance on contract agency personnel.

Implementation of Strategic Plan Goals

The Board's approval of the accompanying ordinance will further the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County.

FISCAL IMPACT/FINANCING

The projected budgeted annual cost for the 93 positions that will be reclassified is estimated to total \$506,147. Net County cost is estimated to be \$504,759. Cost increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper compensation of positions.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:BC:JA
SJM:AE:mst

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Human Resources
Chief Information Office
Affected Departments

AGRICULTURAL COMMISSIONER/WEIGHTS AND MEASURES

No of Pos	Present Classification	No of Pos	Classification Findings
1	Information Systems Supervisor I Item No. 2595A NM 100B Non-Represented	1	Information Technology Supervisor Item No. 2598A NM 105E Non-Represented
1	Information Technology Aide Item No. 2584A NM 71F Represented	1	Information Technology Technical Support Analyst I Item No. 2545A NM 83F Represented
1	Senior Information Systems Support Analyst Item No. 2536A NM 98B Non-Represented	1	Information Technology Technical Support Supervisor Item No. 2548A NM 96C Non-Represented
1	Senior Information Technology Aide Item No. 2585A NM 77F Represented	1	Information Technology Technical Support Analyst II Item No. 2546A NM 87F Represented

DISTRICT ATTORNEY

No of Pos	Present Classification	No of Pos	Classification Findings
4	Information Systems Analyst I Item No. 2590A NM 89F Represented	4	Information Technology Technical Support Analyst II Item No. 2546A NM 87F Represented
11	Information Systems Analyst II Item No. 2591A NM 92B Represented	1	Operating Systems Analyst Item No. 2550A NM 95B Represented
		10	Senior Information Technology Technical Support Analyst Item No. 2547A NM 91F Represented
3	Information Systems Supervisor I Item No. 2595A NM 100B Non-Represented	2	Information Technology Supervisor Item No. 2598A NM 105E Non-Represented
		1	Information Technology Technical Support Supervisor Item No. 2548A NM 96C Non-Represented
2	Information Systems Supervisor II Item No. 2596A NM 104K Non-Represented	2	Information Technology Manager I Item No. 2565A N23 S11 Non-Represented
1	Senior Application Developer Item No. 2525A NM 97B Represented	1	Operating Systems Analyst Item No. 2550A NM 95B Represented

REGISTRAR-RECORDER/COUNTY CLERK

No of Pos	Present Classification	No of Pos	Classification Findings
1	Information Systems Supervisor II Item No. 2596A NM 104K Non-Represented	1	Information Technology Supervisor Item No. 2598A NM 105E Non-Represented

SHERIFF – GENERAL SUPPORT SERVICES

No of Pos	Present Classification	No of Pos	Classification Findings
18	Computer Operator Specialist Item No. 2492A NM 74J Represented	6	Information Technology Technical Support Analyst I Item No. 2545A NM 83F Represented
		7	Information Technology Technical Support Analyst II Item No. 2546A NM 87F Represented
		5	Senior Information Technology Technical Support Analyst Item No. 2547A NM 91F Represented

SHERIFF – GENERAL SUPPORT SERVICES (cont'd)

No of Pos	Present Classification	No of Pos	Classification Findings
7	Information Systems Analyst II Item No. 2591A NM 92B Represented	2	Application Developer I Item No. 2520A N2M 90C Represented
		4	Application Developer II Item No. 2521A N2M 92C Represented
		1	Senior Network Systems Administrator Item No. 2560A NM 97F Represented
1	Information Systems Analyst II Item No. 2591N NM 92B Represented	1	Application Developer II Item No. 2521N N2M 92C Represented
8	Information Systems Manager I Item No. 2573A NM 110E Non-Represented	1	Information Technology Manager I Item No. 2565A N23 S11 Non-Represented
		6	Information Technology Specialist I Item No. 2569A NM 110E Non-Represented
		1	Information Technology Specialist II Item No. 2570A NM 115G Non-Represented

SHERIFF – GENERAL SUPPORT SERVICES (cont'd)

No of Pos	Present Classification	No of Pos	Classification Findings
5	Information Systems Supervisor I Item No. 2595A NM 100B Non-Represented	1	Information Technology Technical Support Supervisor Item No. 2548A NM 96C Non-Represented
		2	Senior Information Systems Analyst Item No. 2593A NM 100B Non-Represented
		2	Senior Network Systems Administrator Item No. 2560A NM 97F Represented

SHERIFF – GENERAL SUPPORT SERVICES (cont'd)

No of Pos	Present Classification	No of Pos	Classification Findings
16	Information Systems Supervisor II Item No. 2596A NM 104K Non-Represented	1	Database Administrator Item No. 2620A NM 105E Non-Represented
		1	Information Technology Security Specialist Item No. 2603A NM 103H Non-Represented
		3	Information Technology Supervisor Item No. 2598A NM 105E Non-Represented
		2	Principal Application Developer Item No. 2526A NM 104B Non-Represented
		3	Principal Information Systems Analyst Item No. 2594A NM 104E Non-Represented
		3	Principal Network Systems Administrator Item No. 2561A NM 104E Non-Represented
		3	Principal Operating Systems Analyst Item No. 2552A NM 105E Non-Represented

SHERIFF – GENERAL SUPPORT SERVICES (cont'd)

No of Pos	Present Classification	No of Pos	Classification Findings
1	Information Systems Supervisor II Item No. 2596N NM 104K Non-Represented	1	Principal Application Developer Item No. 2526N NM 104B Non-Represented
1	Information Technology Specialist I Item No. 2569A NM 110E Non-Represented	1	Information Technology Manager II Item No. 2571A N23 S12 Non-Represented
7	Senior Information Systems Analyst Item No. 2593A NM 100B Non-Represented	7	Senior Application Developer Item No. 2525A NM 97B Represented
3	Supervisor, Computer Operations Item No. 2507A NM 82D Represented	3	Information Technology Technical Support Supervisor Item No. 2548A NM 96C Non-Represented

ANALYSIS

This ordinance amends Title 6 - Salaries, of the Los Angeles County Code by adding and/or deleting and changing certain classifications and numbers of ordinance positions in the Departments of Agricultural Commissioner/Weights and Measures, District Attorney, Registrar-Recorder/County Clerk, and Sheriff.

JOHN F. KRATTLI
County Counsel

By: 

RICHARD D. BLOOM
Principal Deputy County Counsel
Labor & Employment Services Division

RDB:ab

Requested: 12-26-13
Revised: 01-16-14

ORDINANCE NO. _____

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and changing of certain classifications and number of ordinance positions in various departments to implement the findings of classification studies.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 6.32.010 (Agricultural Commissioner/Weights and Measures) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2595A	4	INFORMATION SYSTEMS SUPERVISOR I
2536A	4	SENIOR INFO SYSTEMS SUPPORT ANALYST
2585A	4	SENIOR INFORMATION TECHNOLOGY AIDE

SECTION 2. Section 6.32.010 (Agricultural Commissioner/Weights and Measures) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2598A</u>	<u>1</u>	<u>INFORMATION TECHNOLOGY SUPERVISOR</u>
<u>2545A</u>	<u>1</u>	<u>IT TECHNICAL SUPPORT ANALYST I</u>
<u>2546A</u>	<u>1</u>	<u>IT TECHNICAL SUPPORT ANALYST II</u>
<u>2548A</u>	<u>1</u>	<u>IT TECHNICAL SUPPORT SUPERVISOR</u>

SECTION 3. Section 6.32.010 (Agricultural Commissioner/Weights and Measures) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2584A	3 <u>2</u>	INFORMATION TECHNOLOGY AIDE

SECTION 4. Section 6.70.010 (District Attorney) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2590A	4	INFORMATION SYSTEMS ANALYST I
2591A	11	INFORMATION SYSTEMS ANALYST II
2595A	3	INFORMATION SYSTEMS SUPERVISOR I
2596A	2	INFORMATION SYSTEMS SUPERVISOR II

SECTION 5. Section 6.70.010 (District Attorney) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2565A</u>	<u>2</u>	<u>INFORMATION TECHNOLOGY MANAGER I</u>
<u>2598A</u>	<u>2</u>	<u>INFORMATION TECHNOLOGY SUPERVISOR</u>
<u>2546A</u>	<u>4</u>	<u>IT TECHNICAL SUPPORT ANALYST II</u>
<u>2548A</u>	<u>1</u>	<u>IT TECHNICAL SUPPORT SUPERVISOR</u>
<u>2550A</u>	<u>2</u>	<u>OPERATING SYSTEMS ANALYST</u>
<u>2547A</u>	<u>10</u>	<u>SENIOR IT TECHNICAL SUPPORT ANALYST</u>

SECTION 6. Section 6.70.010 (District Attorney) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2525A	7 <u>6</u>	SENIOR APPLICATION DEVELOPER

SECTION 7. Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2596A	4	INFORMATION SYSTEMS SUPERVISOR II

SECTION 8. Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2598A</u>	<u>1</u>	<u>INFORMATION TECHNOLOGY SUPERVISOR</u>

SECTION 9. Section 6.120.014 (Sheriff – General support services) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2492A	48	COMPUTER OPERATOR SPECIALIST
2573A	8	INFORMATION SYSTEMS MANAGER I
2595A	5	INFORMATION SYSTEMS SUPERVISOR I
2596N	4	INFORMATION SYSTEMS SUPERVISOR II
2507A	3	SUPERVISOR, COMPUTER OPERATIONS

SECTION 10. Section 6.120.014 (Sheriff – General support services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2620A</u>	<u>1</u>	<u>DATABASE ADMINISTRATOR</u>
<u>2565A</u>	<u>1</u>	<u>INFORMATION TECHNOLOGY MANAGER I</u>
<u>2603A</u>	<u>1</u>	<u>IT SECURITY SPECIALIST</u>
<u>2598A</u>	<u>3</u>	<u>INFORMATION TECHNOLOGY SUPERVISOR</u>
<u>2526N</u>	<u>1</u>	<u>PRINCIPAL APPLICATION DEVELOPER</u>
<u>2552A</u>	<u>3</u>	<u>PRINCIPAL OPERATING SYSTEMS ANALYST</u>

SECTION 11. Section 6.120.014 (Sheriff – General support services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2520A	2	<u>4</u>	APPLICATION DEVELOPER I
2521A	5	<u>9</u>	APPLICATION DEVELOPER II
2521N	4	<u>5</u>	APPLICATION DEVELOPER II
2591A	54	<u>47</u>	INFORMATION SYSTEMS ANALYST II
2591N	7	<u>6</u>	INFORMATION SYSTEMS ANALYST II
2596A	47	<u>1</u>	INFORMATION SYSTEMS SUPERVISOR II
2571A	4	<u>2</u>	INFORMATION TECHNOLOGY MANAGER II
2569A	7	<u>12</u>	INFORMATION TECHNOLOGY SPECIALIST I
2570A	2	<u>3</u>	INFO TECHNOLOGY SPECIALIST II
2545A	8	<u>14</u>	IT TECHNICAL SUPPORT ANALYST I
2546A	45	<u>22</u>	IT TECHNICAL SUPPORT ANALYST II
2548A	4	<u>5</u>	IT TECHNICAL SUPPORT SUPERVISOR
2526A	9	<u>11</u>	PRINCIPAL APPLICATION DEVELOPER
2594A	3	<u>6</u>	PRINCIPAL INFO SYSTEMS ANALYST
2561A	4	<u>4</u>	PRINCIPAL NETWORK SYSTEMS ADMIN
2525A	7	<u>14</u>	SENIOR APPLICATION DEVELOPER
2593A	53	<u>48</u>	SENIOR INFORMATION SYSTEMS ANALYST
2547A	44	<u>19</u>	SENIOR IT TECHNICAL SUPPORT ANALYST

2560A ~~44~~ 14 SR NETWORK SYSTEMS ADMINISTRATOR

SECTION 12. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

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